BERKELEY COUNTY PUBLIC SCHOOLS
DAILY AND WEEKLY RECORD OF HOURS WORKED FOR BUS OPERATORS
In Compliance with Fair Labor Standards Act and WV Minimum Wage Law

EMPLOYEE_____ **EMPLOYEE ID.#**_____

Day of the Week	Date	AM Start Time Hour/Min	RUN End Time Hour/ Min	PM Start Time Hour/Min	RUN End Time Hour/ Min	Extra-Curricular/ Mid-day Run Hours Worked	Total Hours Worked	Amount of Leave Used	Type of Leave Used
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
						Total Hours			

Day of the Week	Date	AM Start Time Hour /Min	RUN End Time Hour/ Min	PM Start Time Hour/Min	RUN End Time Hour/ Min	Extra-Curricular/ Mid-day Run Hours Worked	Total Hours Worked	Amount of Leave Used	Type of Leave Used
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
						Total Hours			

-Actual Extra-Curricular & Mid-Day Run Must Be Listed Below-

Mid-Day Run Day of the Week	Date	Beg. Time	Ending Time	Total	Comp Time

Extra-Curricular Day of the Week	Date	Beg. Time	Ending Time	Total	Comp Time

LEAVE CODES
S – SICK
P – PERSONAL
J – JURY
V – VACATION
OSE – OUTSIDE SCHOOL ENVIR.
U – UNPAID LEAVE
SB – SCHOOL BUSINESS
C – COMP TIME

I hereby certify that this is a true and accurate representation of all hours that I have work on behalf of the Board of Education during the designated workweek.

Employee's Signature **Date**

Supervisor's Signature **Date**

Notes: Any changes must be initialed by both employee and supervisor.